Summer Food Service Program
Internet Application Manual

Revised February 2014

Your 'how to' guide for successful submission of the SFSP Application

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Overview of Application Process

The Summer Food Service Program (SFSP) requires the annual submission of an application or contract to participate in the SFSP. This Manual will help you to navigate through the on-line application process. If you have any questions after reading through the Manual please contact Amy Kolano at 608-266-7124.

What can on-line contracts do for you?
Decrease the time you spend on the application process! Much of the information that is entered will 'roll-over' the following year and require that the Agency only update that information.

Why is it important to follow this Manual?
The Manual provides you with step-by-step instructions for each screen you will need to complete. Following these instructions will help prevent loss of data and prevent frustration on the part of the Enterer!

What do you need to know prior to entering the application information?
Everything that is part of the Application! You need to be prepared BEFORE sitting down at the computer to complete the application process. The following is an outline of what will be asked for:

General Information:

- name, address, phone number of the sponsoring agency
- dates of operation for the entire summer operation
- copy of your federal tax exempt status (if new)
- decision on whether to receive USDA Foods (if eligible)
- decision on whether to request an advance in payment
- completed Vendor Agreement if purchasing meals from a vendor (if over $150,000 invitation to bid and bid schedule must be submitted to DPI prior to award)
- planned summer menus if a new sponsor or concerned about meeting the Meal Pattern Requirements
- completed media release (if not using the DPI prototype)
- completed Letter to the Health Department (everyone)

Administrative Personnel

- Names, title, number of hours devoted to SFSP, salary per hour

Budget Information

- Estimated income to be used to finance the SFSP
- Operational budget (food, non-food supplies, food service labor, kitchen utilities, cost of transporting food or children, delivery truck rental, etc.)

Overview of Application Process Continued

- Administrative budget (administrative labor - monitoring, completing the application, claims; administrative utilities, postage, office supplies, etc.)

Sponsor Management Responsibility

- Name of person(s) with various management responsibilities, titles

Sponsor Training Sessions

- Name of person(s) conducting the training, training date(s), topics to be covered

Civil Right Pre-Award Compliance Review Information

- Estimate of the racial ethnic make up of the children you will be serving in the SFSP
- Efforts made to assure that minority populations have an equal opportunity to participate
- Effort made to contact minority and grassroots organizations
- List of federal agencies providing financial support to the sponsoring agency and declaration of compliance

Site Application Detail

- Name, address and phone number of site(s)
- Name of site supervisor
- Type of site and how it is eligible (supporting documentation of eligibility may be required to be mailed or faxed in to DPI)
- Whether or not the site participates in any other Child Nutrition Programs
- Tentative monitoring dates for each site
- Names of monitors

Site Meal Service Information

- Decision on whether or not there is a need to request a meal pattern exception or variation (usually only requested if serving very young children)
- For School Program Only - decision on which menu planning system
- Decision on Offer Versus Serve provision to use for each site
- Location of site(s) (indoor or outdoor), how many children can eat at one time, how meal service will be supervised
- Meal count procedure for each site
- Whether or not the site had participated in the SFSP in prior years, if 'yes', with which sponsor
- Whether or not meals are prepared on-site or delivered
- Description of meal order adjustments, storage facilities, etc.

Food Service Personnel Information

- Name of food service person(s) at each site, total numbers devoted to SFSP, salary per hour, food service duty, dates of employment

Session Information

- Dates of operation for each site, number of days operating each month, operating days of the week and types of meal services requested
- Estimated number of children to be served at each site

- Estimated number eligible for free/reduced price meals
- Beginning and ending time of meal service

New Agencies Only

In order to access the on-line application, new agencies (those that have not operated ANY child nutrition program) must obtain a temporary agency code and password. Please contact the DPI office at (608) 267-9129. A permanent agency code and password will be provided to you upon approval of your application.

What kind of documents still need to mailed/faxed/e-mailed to DPI?

All sponsors must submit a copy of the Letter to the Health Department. New sponsors that do not participate in the National School Lunch Program will need to also submit a copy of the signed Agreement/Policy Statement. For prior year sponsors, a copy of the signed Agreement/Policy Statement is on file at DPI. The agency will need to "Agree" to the terms of the Application, Agreement, and Policy Statement each year on-line. Agencies should download the Agreement from the Certification page and read prior to clicking on the "Submit" button.

If a sponsor chooses to use a different media release than the one provided by DPI, the media release must be sent to DPI for approval. If an agency plans to provide meals using the Child and Adult Care Meal Pattern or is requesting another type of meal pattern variance, this request must be submitted in writing. Vended sponsors must submit a signed Vendor Agreement. If the vendor agreement is over $150,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to award. In addition to the above, all new sponsors must provide a copy of their agency's 501(c)(3) status (if a Private Non-Profit Organization and not a church) and a copy of their planned menus.

Questions throughout the on-line application will trigger the need to submit the above items. After entering all application information, you will be reminded of the documents that need to be forwarded to DPI in order for your application to be approved.

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Basic Application Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the 'links' at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a "linked-page" or "link". If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the "Back" button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the "Back" button (#4 above) you may then use the "Forward" button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the application site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main "Login" screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Blue boxes at the top of the screens include "Logout." Click on this "Logout" box to exit from the entire program. **If exiting the system before completing the contract, be sure to click on the "Continue" button at the bottom of the screen you are working on. This will save the information from that page.**

ACCESS CONTRACT AFTER FINAL DPI APPROVAL – After the completed agency contract has been approved by the assigned consultant at DPI, the sponsoring agency can access the contract to print or update information. Access the DPI site at: http://fns.dpi.wi.gov/fns_online. You will then use the permanent Agency Agreement Number (Agency Code) assigned after final contract approval.

Logging onto the Website

1. **Open the Internet Browser.** You may use either Internet Explorer or Netscape. Screens will appear differently on each. Internet Explorer is recommended, but data will be accepted from either.

2. **Use the mouse to click on the "Location area"** at the top of the Browser page. Entire 'address link' should be highlighted to start with. If not, highlight it with mouse.

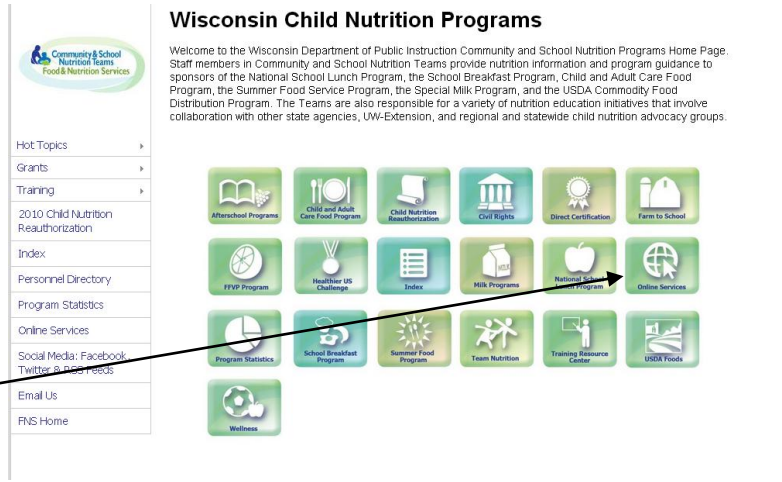
3. **Type the following:** http://fns.dpi.wi.gov/ to replace 'address link'. Press Enter to go to site.

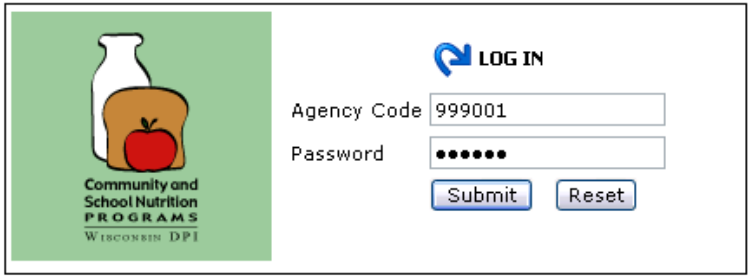
4. **Click on "On-Line Services" button.**

5. **Click on the "On-Services Log-in" button** (scroll down to find internet application and claim instructions for each program, if needed)

6. Enter the Agency's permanent Agency Code and Password. Note: the password will be the same as the password used by your agency to submit reimbursement claims. If your agency code starts with a zero, do not include the leading zero(s) in your agency code. For example, if your agency code is 01-2345, you would enter 12345 as your agency code. Enter the password as it was assigned to you. When done, click on the "Submit" button.

   For New Agencies: enter the temporary agency code and password. After your application has been approved, you will receive your permanent agency code, site code(s) and password.





Logging onto the Website Continued

7. Select "**Summer Food Service Program**" from the Main Menu.

8. Select **"Contract"**

9. Select **"Enter-Modify Contract"**

SFSP Contract Preparer/Enterer Information

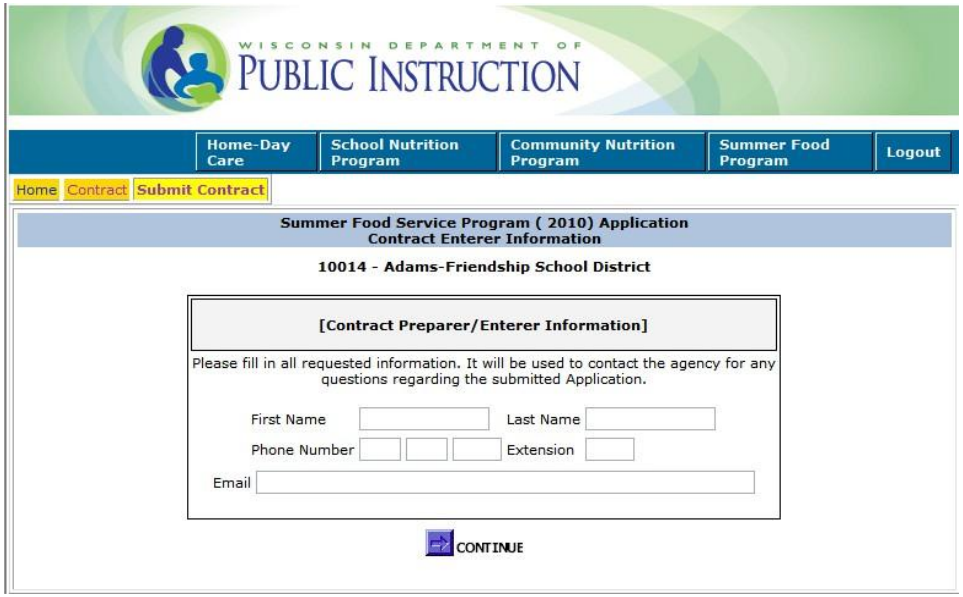
Each time you enter the FNS system to submit or revise contract information, you will be asked to enter the name and contact information for the person who is entering the data.

1. Enter the "Preparer/Enterer Name and Contact Information" for the person actually entering the information or who can answer questions on the information given.

2. An email address for the Contract Preparer/Enter is required.

3. Click on the "Continue" button at the bottom of page when you have finished entering the information.

4. Start entering information on the "Summer Food Service Program, General Information" page. Be sure to complete the Sponsor Application and the Site Application(s) prior to submission to DPI.



General Information

Most of the fields will be automatically filled in with prior year's information. Please be sure to review all fields. Enter information where empty and update as necessary.

1. The Agency Code should have automatically been transferred to this page.

2. Enter the Agency Name.

3. Select Sponsor Type. If "Private" is selected new sponsors will be required to submit a copy of the Agency's Federal Tax Exempt Status - 501(c)(3).

4. Enter the Agency's EIN Number.

5. Select the County in which the Agency is located.

6. Select Sponsor Status

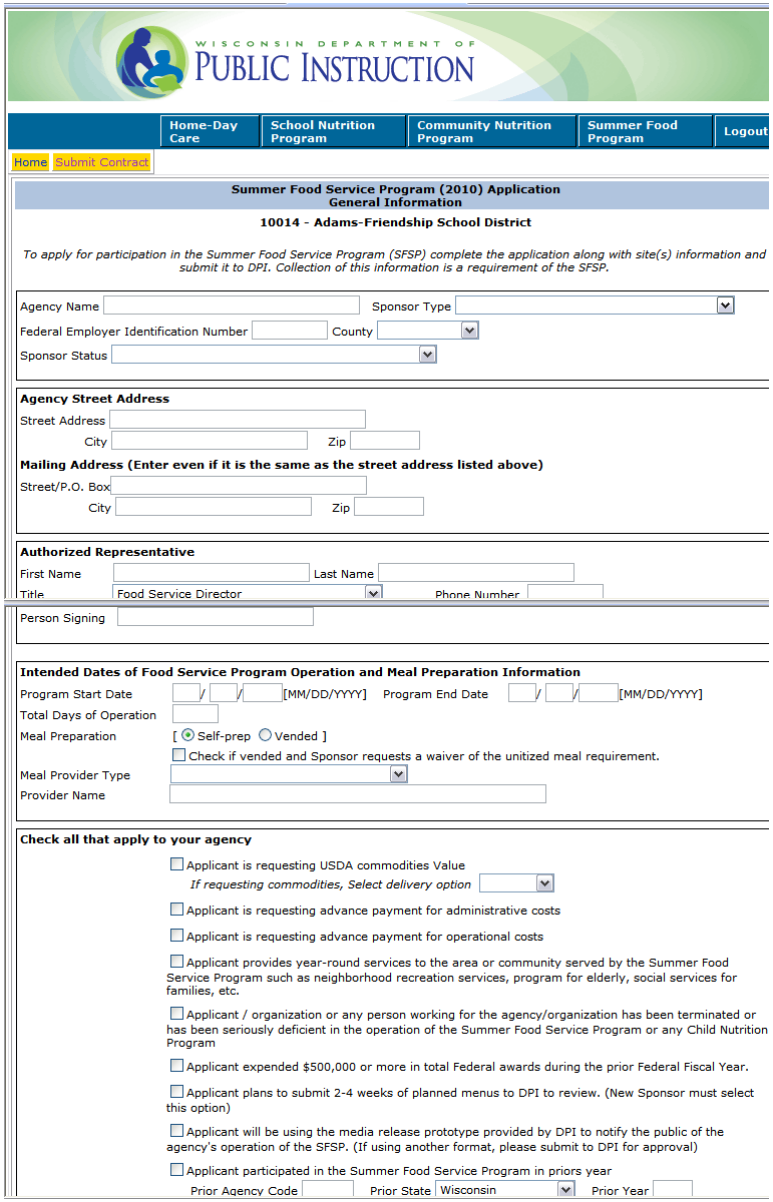
7. Enter Agency Street and Mailing Addresses

8. Enter Contact Information for the Authorized Representative of the SFSP.
   Phone number: Enter only digits, no () or - or .
   Person Signing: If someone else is authorized to sign the Claim Form, enter the name of that person. If not, re-enter the name of the Authorized Representative.

9. Enter the beginning and ending Dates of Operation for the SFSP and provide Total Days of Operation for entire program.

10. Select Meal Preparation Type:
    Self-preparation Sponsor: The sponsor prepares the meals which will be served at its site(s), and does not contract with a FSMC or vendor for the preparation of all or a portion of the meals.
    Vended Sponsor: Sponsors that contract with a FSMC or vendor solely for the purpose of preparation of meals for the SFSP.

11. Select Provider Type and Enter Provider Name.

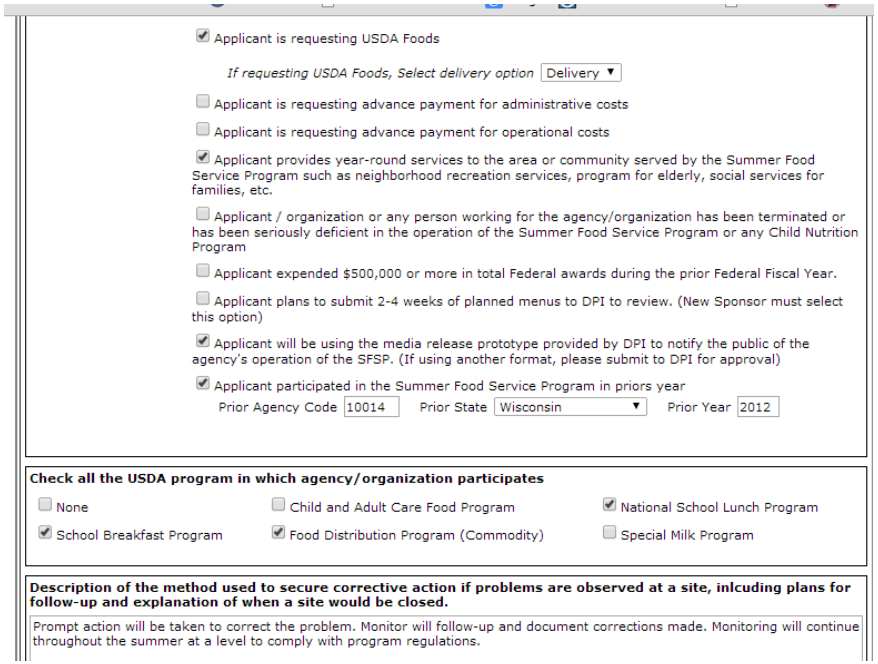


General Information Continued

Sponsors that purchase meals from a vendor must submit a signed copy of the current Vendor Agreement between the sponsor and the vendor. A sample vendor agreement can be found in the SFSP Administrative Guidance Manual attachments under Section 4, Meal Service. If the amount of the contract exceeds $150,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to the award.

12. Check all boxes that apply to your agency:
    USDA Foods – Sponsors that qualify may request to receive a one-time shipment of USDA Foods. Select 'delivery' or 'pick-up'. If the sponsor's vendor will be picking up from the warehouse, select 'pick-up'.

    Advance Payments - Advance payments are made upon request. The amount of advance is determined from the estimated meals to be served. In some cases actual performance from the prior summer may be used determine the amount of the advance. Advance payments will be deducted from future reimbursement payments. Advance payments are made on a monthly basis. Sponsors must request the advance at least 30 days prior to the payment dates of June 1, July 15, and August 15. Second month's advance payments are made when a sponsor operates for more than one month and submits the required PI-1491, Certification for Second Month's Administrative and Operational Advance. School Food Authorities are exempt from this requirement. The PI-1491 can be found in the SFSP Administrative Guidance Manual Attachment Section.



    Menus - New sponsors MUST select the statement indicating the applicant plans to submit menus to DPI to review. All other sponsors may select this option as they feel necessary.

    Media release - If the agency does NOT opt to use the DPI prototype a copy of the media release to be used for publicizing the SFSP must be submitted for DPI approval.

13. Check all the other USDA programs the agency participates in. Sites participating in the SFSP are not eligible to participate in the Special Milk Program for the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. If CACFP is selected, the applicant must submit a full description of the site services/enrollment changes for consideration.

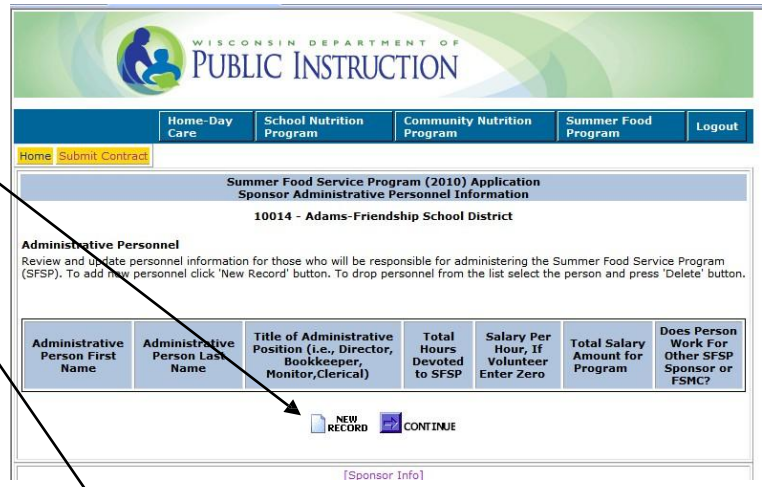
14. Enter the Description of the method used to secure corrective action if problems are observed at a site.

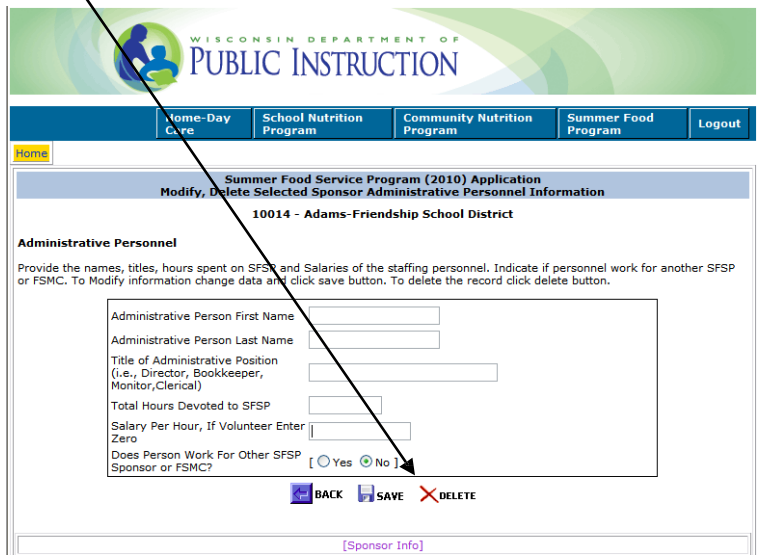
15. Click the "Continue" button at the bottom of the screen.

Sponsor Administrative Personnel Information

1. Enter sponsor personnel (names, title, # hours devoted to SFSP, salary per hour, prior work with other SFSP sponsors and/or FSMCs) who will be responsible for administering the Summer Food Service Program. Use the 'New Record' button at the bottom of the screen to add more personnel to the list. Click “Save”. To delete a name, click on the name of the person and then click on the 'Delete' button.

As with the rest of the budget, if administrative personnel change after submission of the SFSP application, an amendment must be made. The total of the Administrative Salaries will be carried over to the Operational and Administrative Budget page.

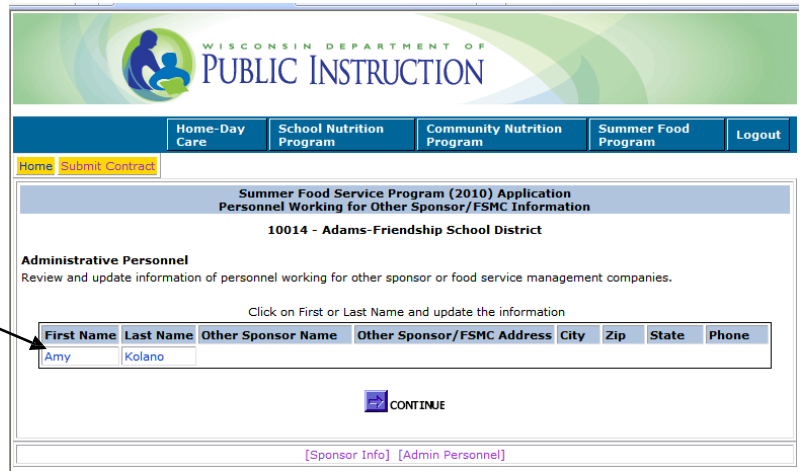




Personnel Working for Other Sponsors and/or FSMCs

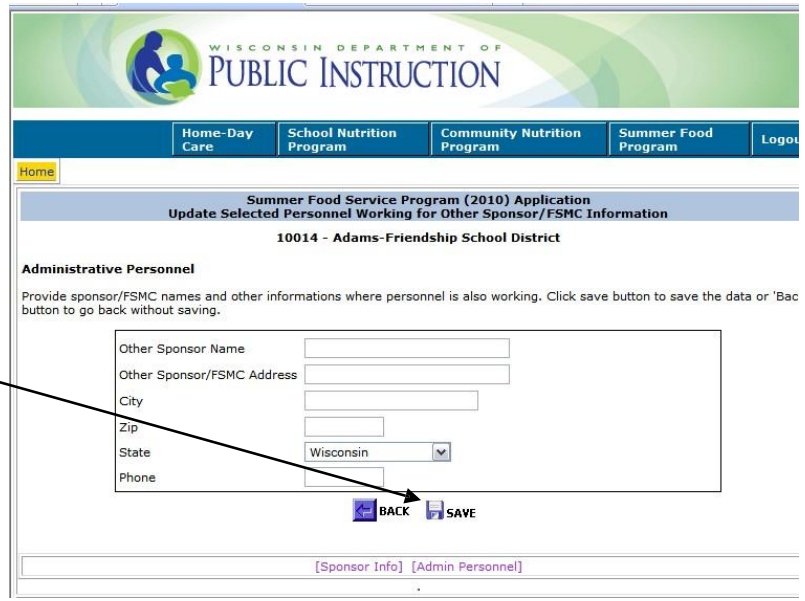
If "yes" was selected on the prior page to the question "Does Person Work for Other SFSP Sponsor or FSMC":

1. Click on the name of the person listed.



2. Enter name of sponsor/FSMC and address for each affected administrative employee.

3. Click on "Save"



Operational and Administrative Budget Information

The SFSP requires the sponsor to maintain a non-profit food service account and a program specific budget. Amendments to the budget may be made after submission to DPI.

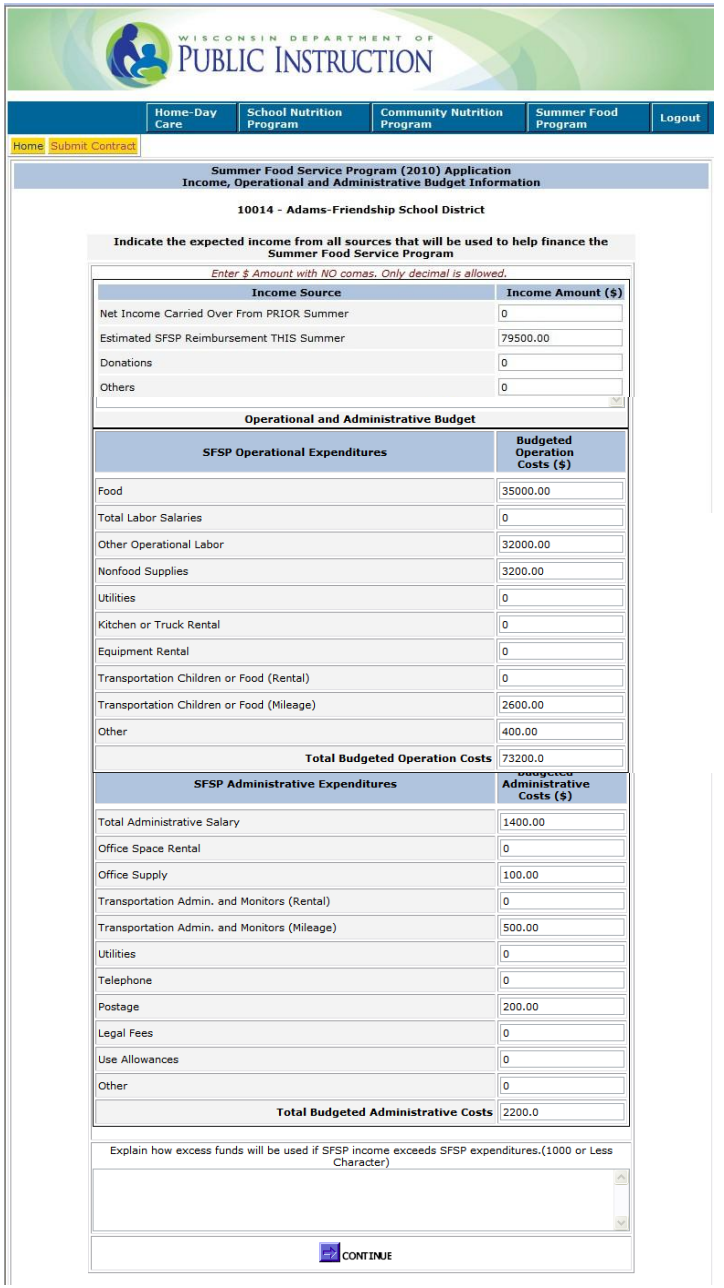
Entering data on this page - do not use commas; Enter '0' when you have no expenses for a line item.

1. Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program. The SFSP reimbursement rates, found in the SFSP Administrative Guidance Manual attachments under Section 8, Program Payments, will be helpful in estimating expected income. **If Estimated SFSP Reimbursement will not cover the cost of the Program, you MUST enter income into the "Other Income:" line. Total Income must be equal to or more than Combined Total Expenses.**

2. Operational and Administrative Budget. Enter all operational and administrative cost associated with the SFSP. Please refer to Chapter 4, Program Payments in the SFSP Administrative Guidance Manual for more information regarding allowable vs. unallowable program costs. Note that in order for an item to be allowed as a SFSP cost (either operational or administrative) documentation must be on file to support the expense. Examples of support documentation can be found in the SFSP Administrative Guidance Manual attachments under Section 8, Program Payments. Please note that if equipment and/or office space is rented for the SFSP, rental agreement(s) must be submitted to DPI.

3. If estimated Total Income ***exceeds*** the combined total operational and administrative expenditures, describe how excess funds will be used in the text box provided at the bottom of the page.

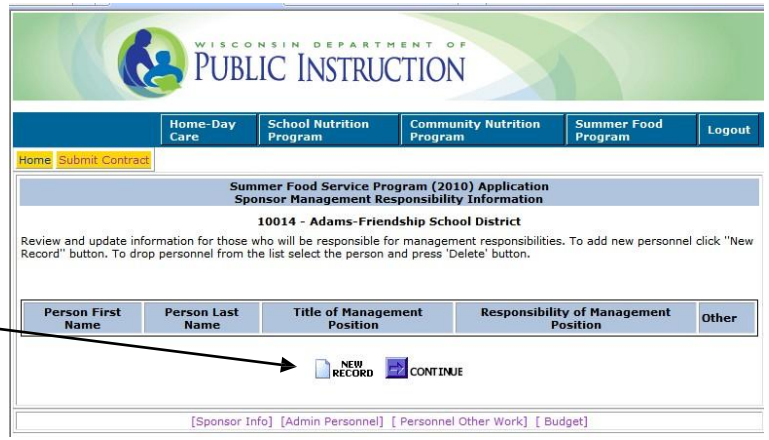
4. Click "Continue" when finished.



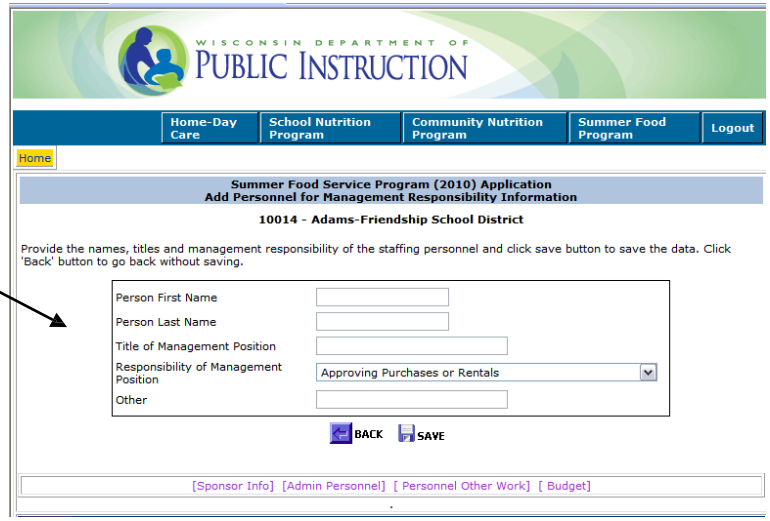
Sponsor Management Responsibilities

1. Identify by name and title the persons responsible for:
   - Approving Purchases or Rentals
   - Approving Number of Regular or Overtime Hours of Employees
   - Reporting Participation and Cost Data; Preparing Claims for Reimbursement
   - Coordination of Site Supervisors
   - Coordination of Monitoring Requirements

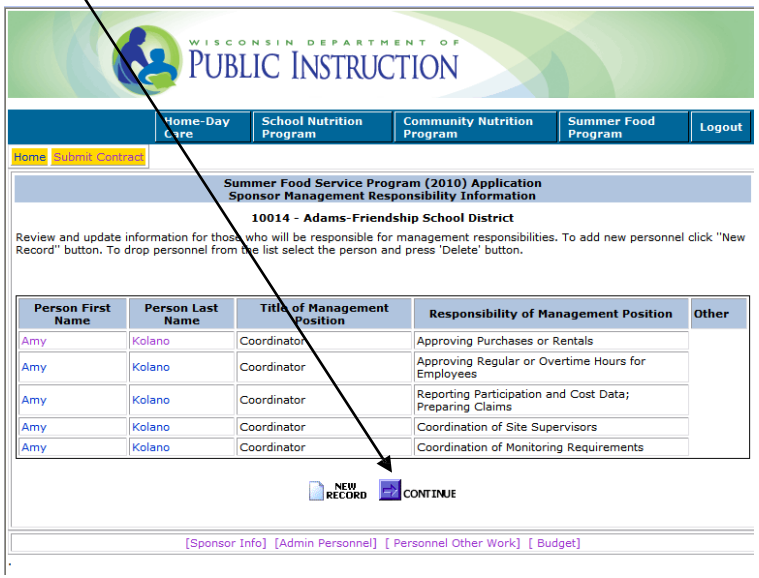
   Click on “New Record” to add people to the list.



2. Enter or change information. Click “Save” when finished.



3. Click on "Continue" when finished.



Sponsor Training Session

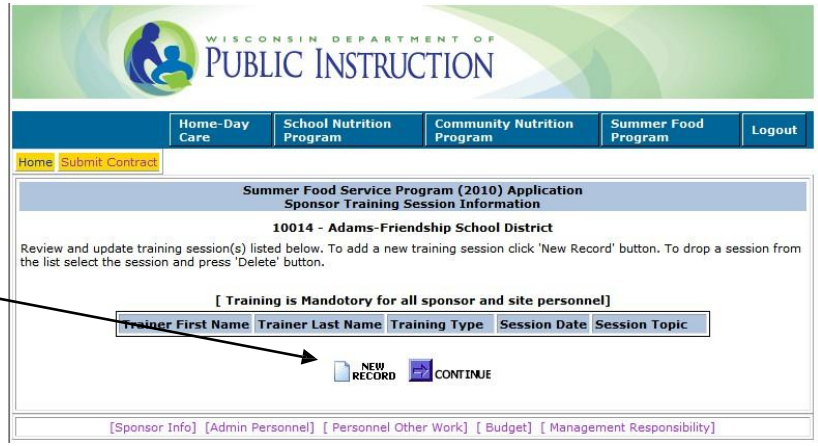
It is required that sponsor administrative and operational personnel receive training annually. These training sessions are to be documented and kept on file. Sample training documentation forms can be found in the SFSP Administrative Guidance Manual attachments under Section 9, Recordkeeping.

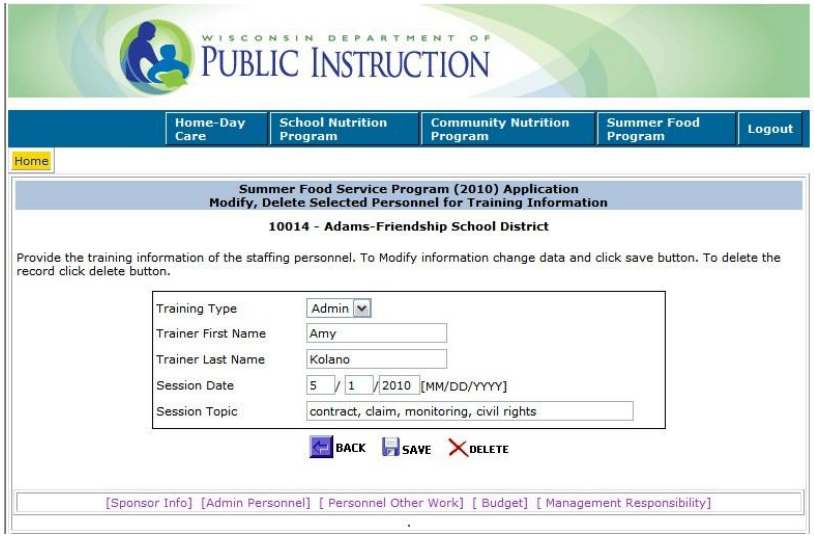
1. To enter a training session, click on “New Record”. To update information already listed, click on the name of the trainer.

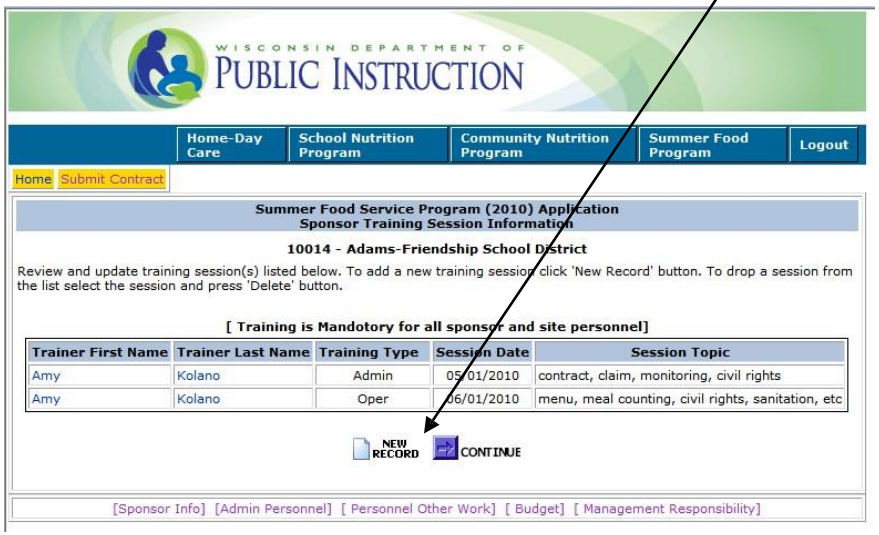
2. Select the training type (administrative or operational) and enter the name of the person(s) providing the training, dates of each session, and session topics. Click “Save”. Use the "Delete", as necessary.

3. Continue to add training sessions as necessary by clicking on “New Record”.

4. Click "Continue" when finished.







Civil Rights Pre-Award Compliance Review Information

1. Provide an estimate of the racial and ethnic make-up of the participants to be served by the SFSP. Prior year sponsors may use the actual numbers gathered on the Racial/Ethnic Data Form as an estimate if changes in the population served has not changed. Please note that this is a separate count by category. Be sure to total each category.

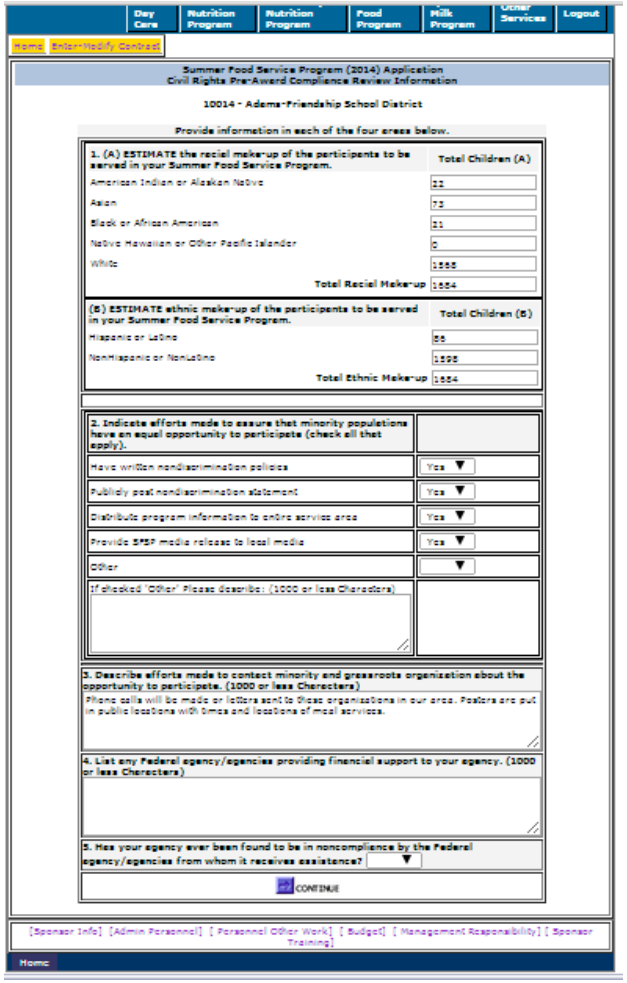
2. Indicate efforts to assure that minority populations have an equal opportunity to participate – Select 'yes' or 'no' for each area listed.

3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. Note text boxes on this page have a limited number of characters that may be entered. If more are entered an 'error' message will appear.

4. List any Federal agency/agencies providing financial support to your agency.

5. Indicate if your agency has been found to be in noncompliance with any of the federal agency/agencies from whom it receives assistance.

6. "Continue" when finished.



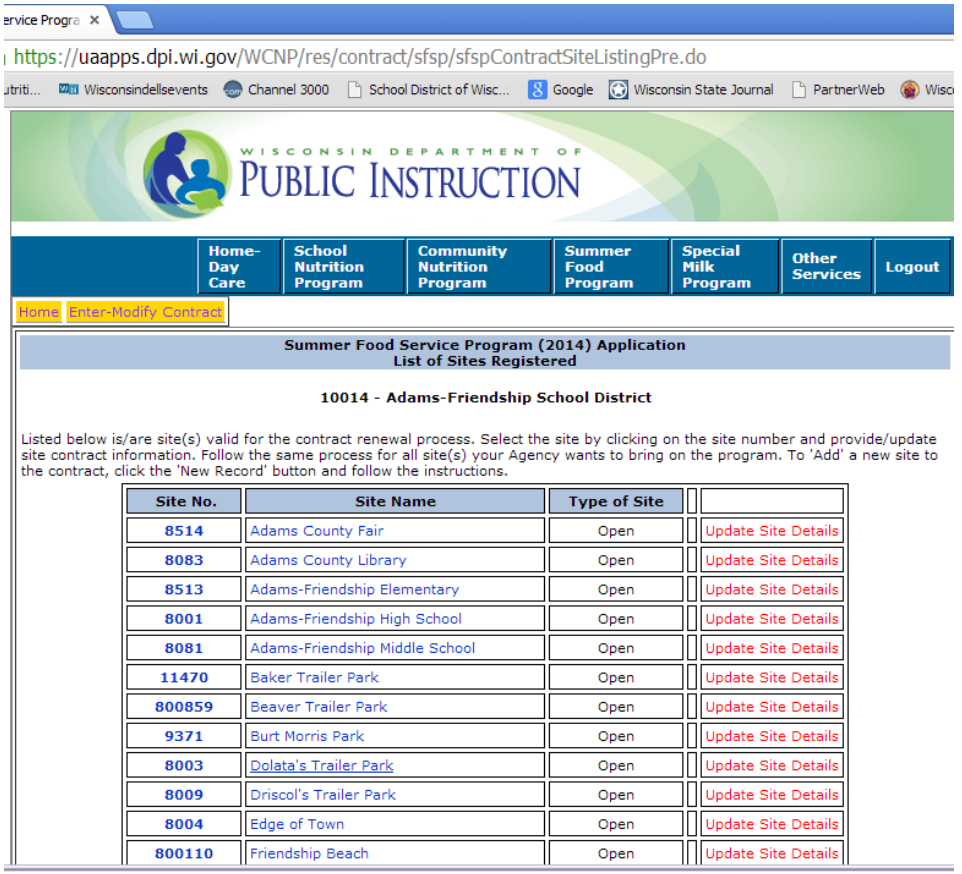
List of Sites Registered

At this point forward, the information requested will be specific to the site(s) where meals will be served. **All sponsors must have at least one site!**

Sites that have participated in the SFSP in prior years will appear on this page. If the site will continue participation this summer, click on the name of the site to update the site information. If the site will no longer participate, click on the name of the site, scroll down to the bottom of the first page of the site application and click on the "Delete" button.

1. To add sites to the application, click "New Record" to begin entering site information.

DO NOT click on the "Continue" button at the bottom of this page until you have entered ALL information for ALL of the sites (this will include the Site Application, Site Meal Service, Site Personnel and Sessions pages).



Site Application

1. Enter the Name of the site if it does not automatically appear.

2. Select the County in which the site is located. Sites must be located in Wisconsin.

3. Enter the Start and End Dates of Operation.

4. Enter the Address and Telephone number of the Food Service Site.

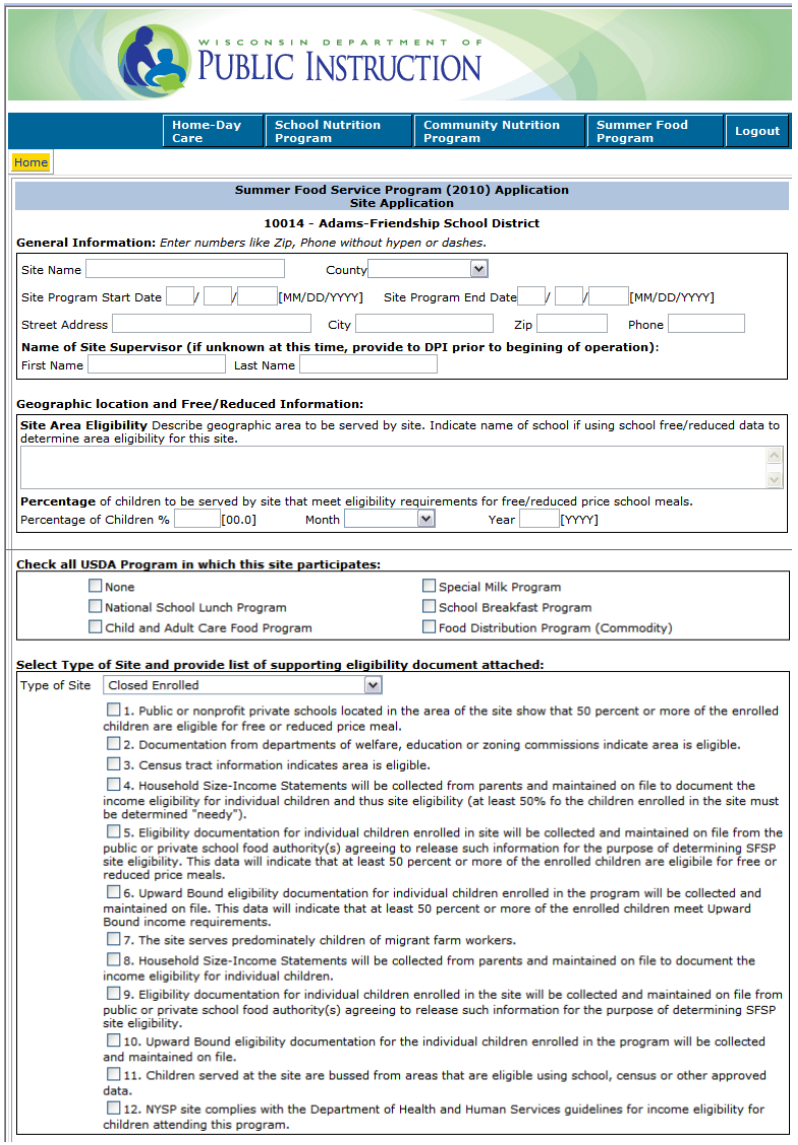
5. Enter the Name of the Site Supervisor.

6. Describe the geographic area to be served by the site. Indicate the name of the school if using elementary, middle school or high school free/reduced data to determine site eligibility. Camps, Upward Bound, and NYSP programs may omit this question.

7. Enter the Percent of Children to be Served by Site Who Meet Eligibility Requirements for Free/Reduced Price School Meals. If using school data, report the percent of students eligible to receive free/reduced price meals in the elementary school listed in above. Please note that school free/reduced data will qualify a site for up to 5 years. The percentages provided on this page may be updated annually or once every 5 years (sponsor's discretion).

8. Check all the USDA Programs (other than SFSP) which this *site* participates. Sites participating in the SFSP are not eligible to participate in the Special Milk Program during the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. Applicants must submit a full description of the site services/enrollment changes for consideration, if applicable.

9. Select the site type and method used to determine it eligible to participate. Submit documentation of eligibility, if required.



Site Application Continued

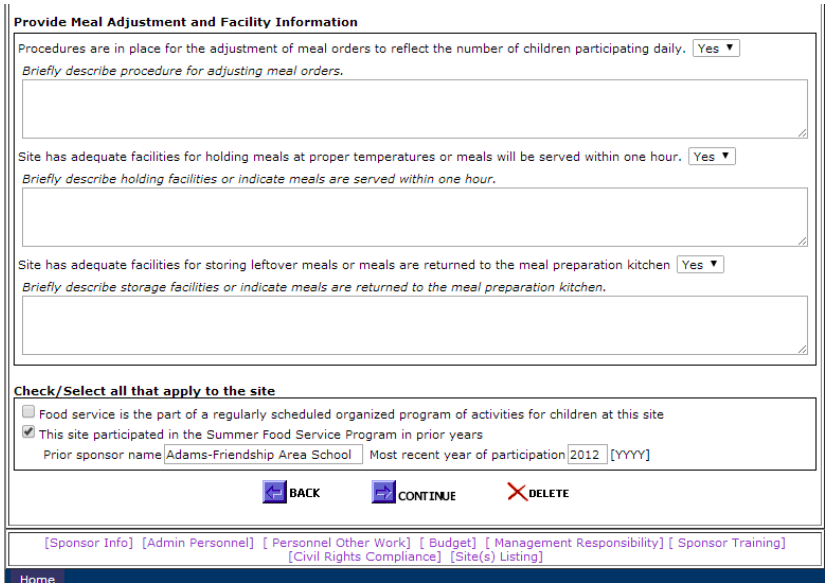
10. Enter Tentative Visit Date(s), Review Schedule and Monitor information for the site.

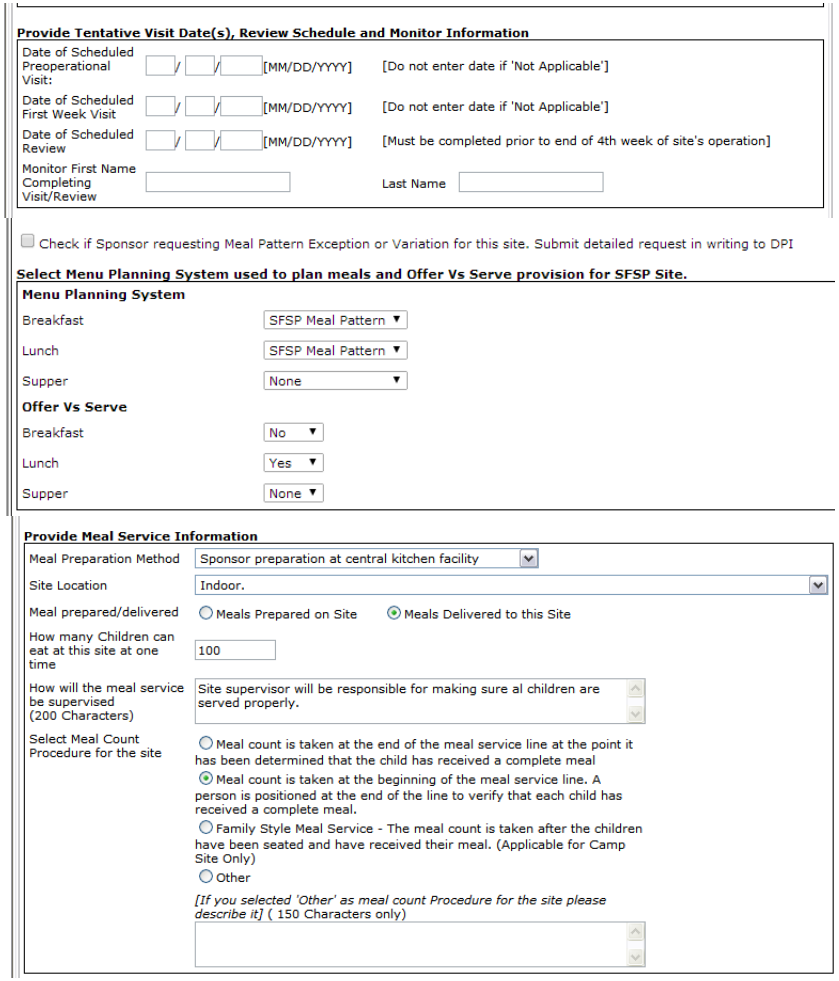
11. Check the box provided if the applicant is requesting a Meal Pattern Exception or Variation for this particular site. A separate request will need to be mailed/e-mail to DPI for consideration.

12. Select type of menu planning system and offer versus serve provision to be used at this site. School sponsored sites may choose to plan meals following the SFSP Meal Pattern *or* the NSLP or SBP meal pattern. Non-school sponsors and schools not participating in the NSLP must use the SFSP meal pattern. See the SFSP Administrative Guidance Manual for details on Offer Versus Serve and how it applies to the various meal types within the various meal patterns. Please note that the snack meal pattern is the same for all Child Nutrition Programs.

13. Provide Meal Service Information.

14. Select Meal Count Procedure for the Site.





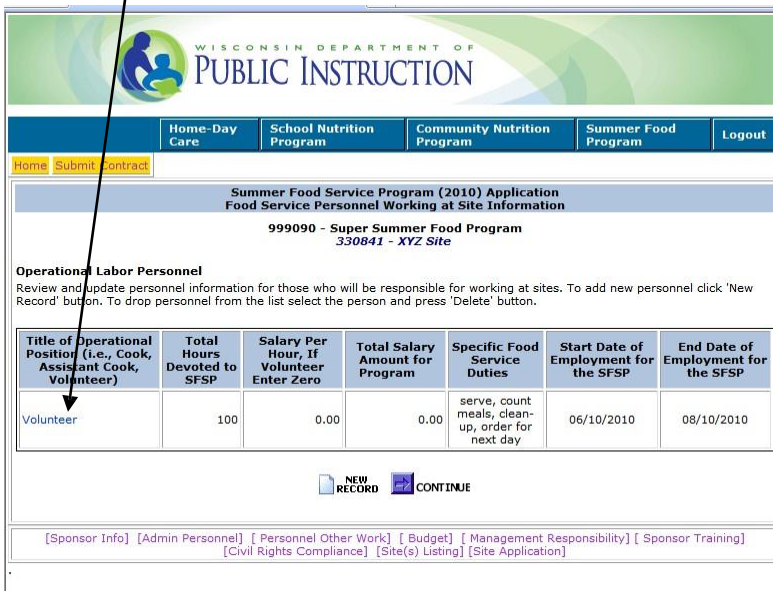
15. Select YES or NO to the statements that apply to the food service operation. Provide a brief description of the procedures for adjusting meal orders, description of facility for holding meals, and for storing leftover meals.

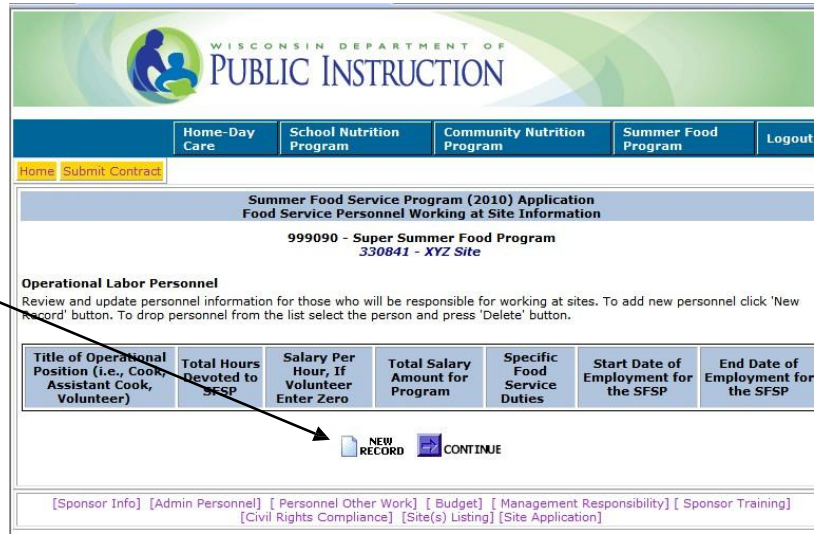
16. Click on "Continue" when finished.

Site Food Service Personnel Information

1. Click “New Record” to enter the title, number of hours devoted to the SFSP, salary per hour, specific food service duties and dates of employment for all food service persons at the site. To update information, click on the title of the operational position.

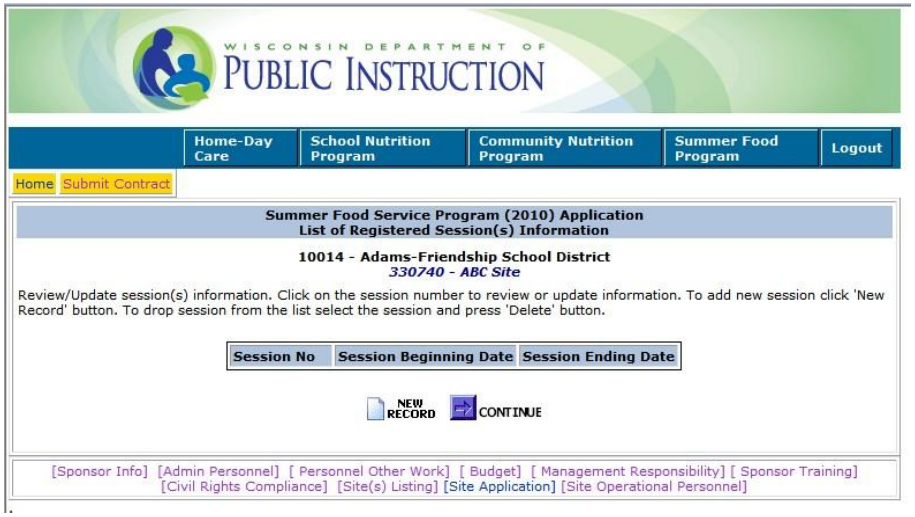
2. Click on "Continue" when finished.





List of Session(s) Registered

A session is the period of time in which meals are served at this site. Camps should list each group of children attending camp as a separate session. Occasionally the dates of these separate sessions will overlap - that is OK. Use "New Record" at the top of the page to add another session. Non-camp sites may also need to list more than one session if there is a break of a week or more between the dates of operation. For single session sites, list the beginning and ending date of meal service for the entire summer.



IT IS IMPARATIVE THAT CHANGES MADE TO THIS SECTION OF THE SITE APPLICATION BE SUBMITTED AND APPROVED BY DPI PRIOR TO THE CHANGE OCCURING. DPI CANNOT REIMBURSE A SPONSOR FOR MEAL SERVICE THAT HAS NOT RECEIVED PRIOR APPROVAL.

1. Click to "**New Record**". Do NOT click on "Continue" until all sessions for the site you are working on have been entered.

2. When finished adding all sessions for the site you are working on, click "Continue" to take you back to the List of Site(s) Registered page.

Session Information

1. Enter the beginning and ending dates for this particular session.

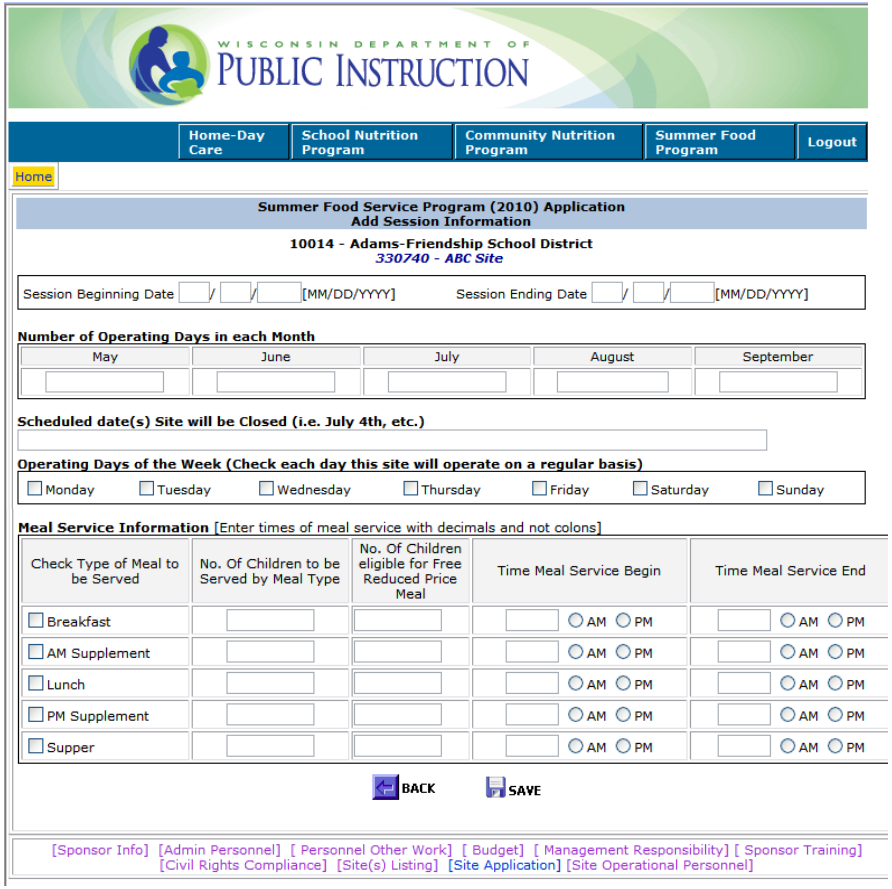
2. Enter the number of days that the site will operate during each month listed. Enter “0” if not operating in a particular month.

3. Check each day of the week that the site will operate.

4. Meal Service Information - Select the meal services that will be provided under the SFSP at this site. Also provide the estimated number of children to be served daily, the estimated number of these children that are eligible for free and reduced priced meals, and the beginning and ending time for each meal service.

   Entering Times of Meal Service - **Enter using decimals** (i.e. 8:30 as 8.30; 10:00 as 10.00, etc.). Select AM or PM.

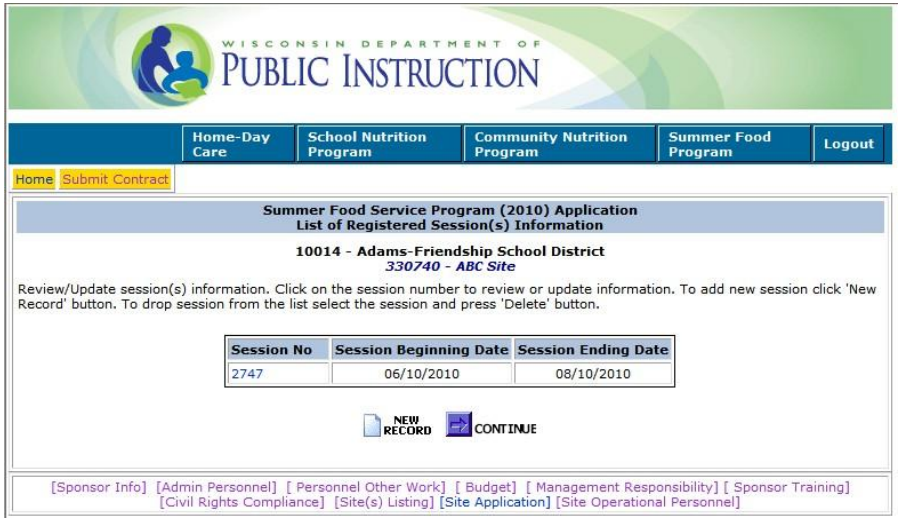
3. Click on "Save" when finished. You will be taken back to the List of Sessions page.



List of Session(s) Registered

1. If you have more sessions to enter for the site, click on "New Record". To delete a session, click on the Session number and then click on the “Delete” button at the bottom of the session page.

2. When you are **finished** entering all sessions for a particular site, click on "**Continue**".



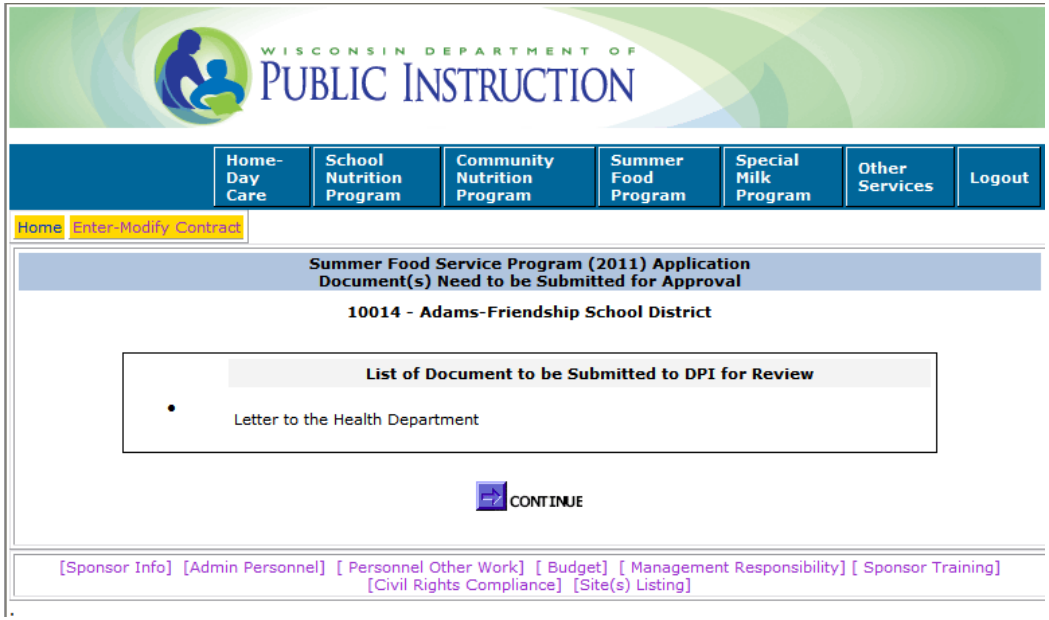
3. This will take you back to the **List of Site(s) Registered** page. If you have more **sites** to enter, click on "**New Record**". Follow the instructions as previously stated until all site information has been entered. When you are **finished** entering all sites, click on "**Continue**" on the List of Site(s) Registered page. You will then be taken to the List of Documents to be Submitted to DPI for Approval page.

4. **When to delete a site** - when it was entered in error and when you are notified that the site will not operate at all. If the site serves meals, but has a change in the dates of operation, do not delete this site. Go to the site information by clicking on the Site Name and modify the dates of operation on both the Site Application page and the Session page.

List of Documents to be Submitted to DPI for Approval

Based on the information provided in the Application you will be provided with a list of documents that must be submitted to DPI prior to your Application being approved. You may mail, fax or e- mail these documents to:

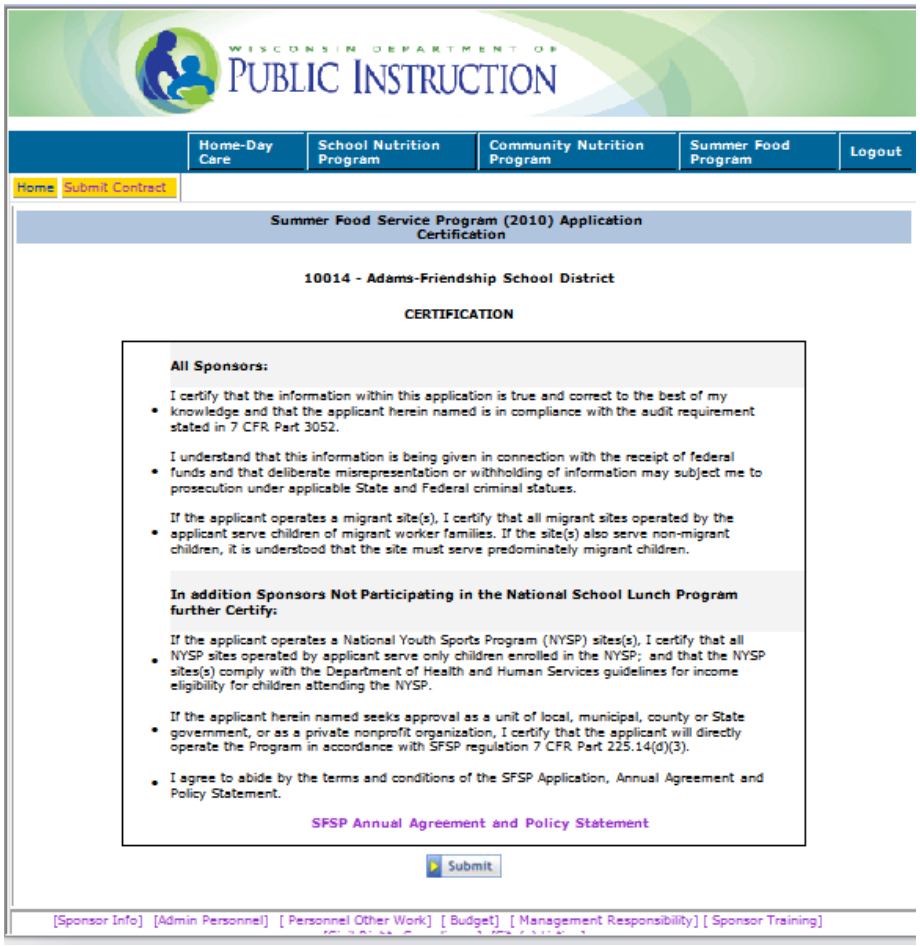
Amy J. Kolano, RD, CD
Summer Food Service Program Coordinator
Department of Public Instruction
PO Box 7841
Madison, Wisconsin 54707-7841
Fax: 608-267-0363
amy.kolano@dpi.wi.gov



Certification Page

1. Read the terms listed and the Permanent Agreement/Policy Statement (link provided at the bottom of the page). Click on the "**Submit**" button to agree to the terms and conditions of the Annual SFSP Application and Permanent Agreement/Policy Statement. This will submit the contract to DPI for review and approval. If you review or update information after the initial submission, you must always click the **"Submit"** button when exiting the contract to allow DPI to review the changes.

2. Print off a copy of the Permanent Agreement/Policy Statement and keep with a copy of the Application. School Food Authorities participating in the National School Lunch Program should refer to their Permanent Agreement/Policy Statement. A copy can also be found online at: http://fns.dpi.wi.gov/fns_online, under School Programs, Contracts.



Contract Submission & Print/Browse Function

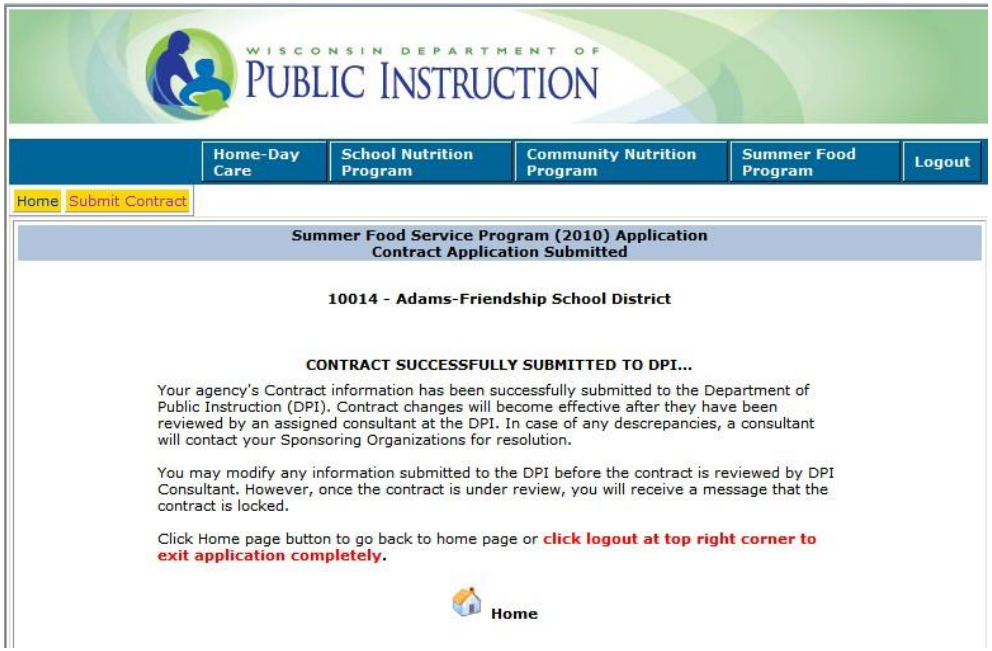
You can print and browse the approved CACFP online application at any time. The only exception is if you have submitted the online application and it has been "locked" and is pending review and approval by DPI.

1. When your contract data has been received at the DPI, the following message appears **"Contract Successfully Submitted to DPI…"**

2. Click the **"Logout"** button at the top, right hand side of the page to exit the FNS system.

3. At this point, the application will be '**locked**' and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information.

4. If the Agency needs to get back into the application prior to the DPI consultant's review, contact either Amy Kolano at amy.kolano@dpi.wi.gov or Kimberly Musiedlak at kimberly.musiedlak@dpi.wi.gov to unlock the contract.



What happens next?

DPI will review the application. Once DPI begins the review of the application it will be 'locked' and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information. If the application is incomplete, the Agency will be notified using the contact information provided in the contract Preparer/Enterer screen. A complete application will not be approved until the required documents are also sent in to DPI - see page 25 for details. Once approved, the Agency will receive an approval letter via e-mail or in the mail. If any waivers have been requested, the waiver decision will be included in the letter as well.

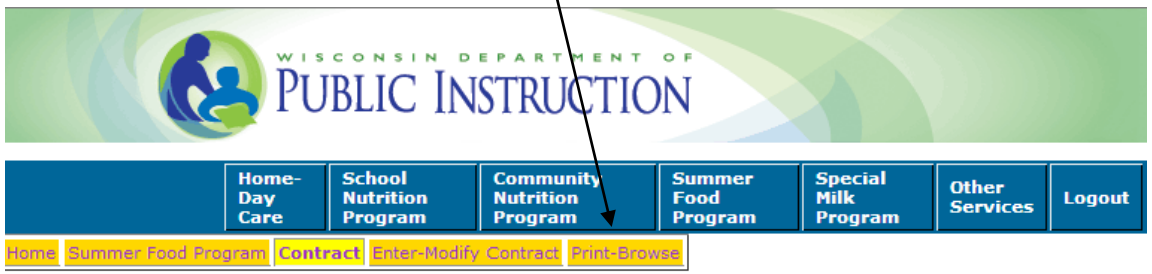
It is the Agency's responsibility to print off a copy of the approved Application. Once the agency has received the DPI approval letter, go back into the contract system and print off a copy to maintain on file for a period of three years, plus the current year.

Print/Browse

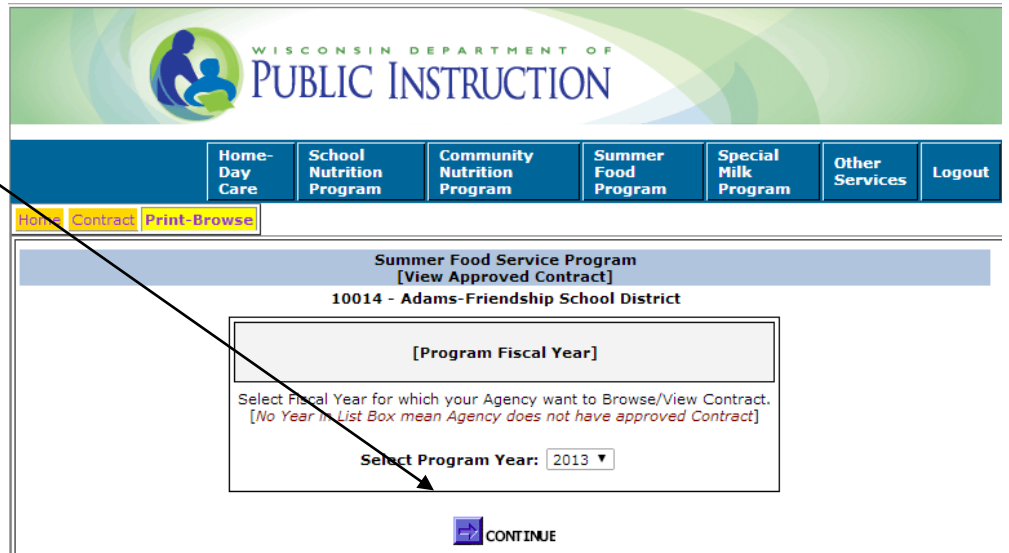
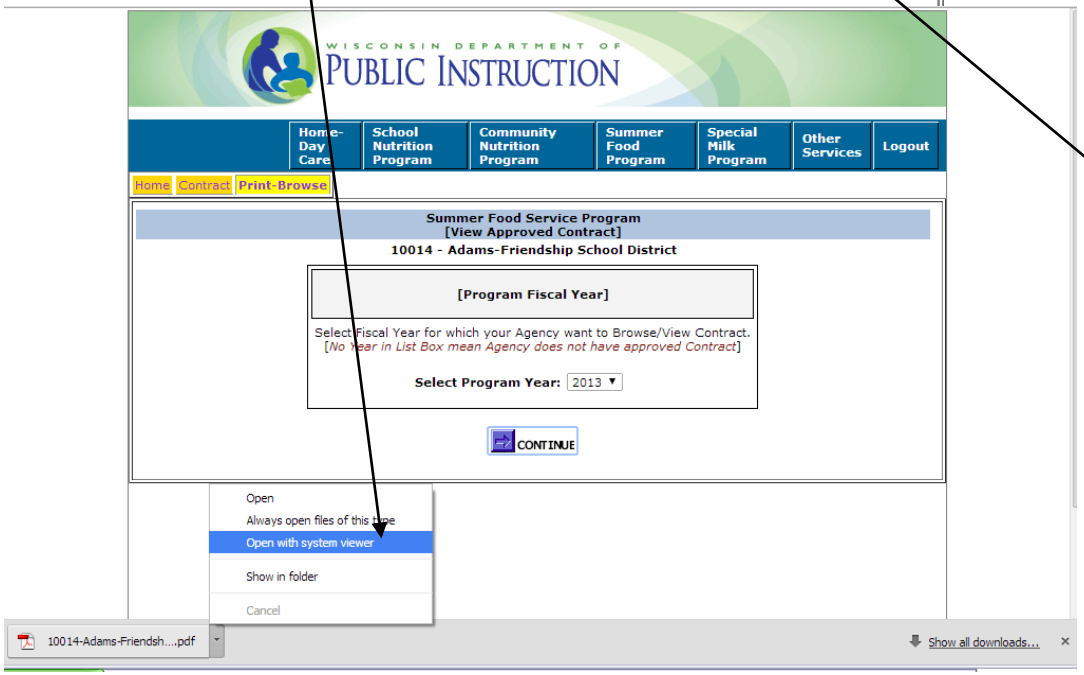
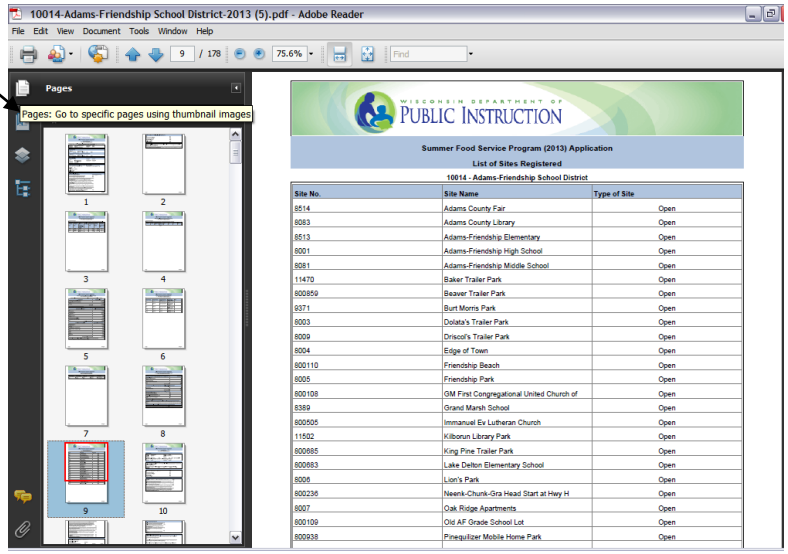
You can print and browse the approved SFSP online application at any time. The only exception is if you have submitted the online application and it has been "locked" and is pending review and approval by DPI.

To print or browse the online SFSP application:

1. Log into the application using your assigned agency code and pass word.
2. Select Summer Food Service Program.
3. Select Contract.
4. Select Print-Browse Application



Print/Browse

Select the Program year from the drop-down box and click “Continue”.

The Application will download as a pdf file. Open the file with the system viewer. This allows for printing the entire Application or you may select certain pages to print.